

LOCAL GOVERNMENT

BULLETIN 46

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**RECORDS-RETENTION
BY-LAWS**

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1 Ontario Ministry of Intergovernmental Affairs
2

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Minister

D. W. Stevenson
Deputy Minister

Municipal Operations Division
Municipal Administration Branch

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To the Municipal Clerk:

Please circulate this bulletin or make copies for distribution to councillors or staff of your municipality who may be interested in the subject. Additional copies are available at a dollar each from the Publications Centre (see page 32).

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TABLE OF CONTENTS

	<u>PAGE</u>
RECORDS-RETENTION BY-LAWS	1
STATUTORY PROVISIONS	2
PREPARATION OF THE RETENTION SCHEDULE .	4
THE RECORDS-RETENTION BY-LAW	6
SAMPLE A	7
SAMPLE B	8
APPENDIX	11



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RECORDS-RETENTION BY-LAWS

General

Records serve the municipality as the "official memory" of its past actions. In a real sense, then, they embody the identity and substance of the municipality even though people and places change over time. It is important, therefore, that municipalities organize their records to conduct their business efficiently. This organization involves getting rid of records no longer considered of value and keeping those that are needed.

However, municipalities are often reluctant to throw away records for fear that some day they may be needed. Thus they tend to keep everything they produce. These records take up valuable filing-cabinet space and, when the cabinets are filled, they get transferred to storage boxes taking up valuable floor space. Sometimes these records in storage boxes are poorly labelled, creating a problem when trying to find a specific record. Municipalities want to do something about this situation, but have difficulty in knowing what to keep, for how long, and when to destroy those records no longer of value.

This bulletin will outline a way to prepare a records-retention by-law permitting the municipality to keep records for certain specified periods of time, after which they can be destroyed. This bulletin also describes the statutory requirements, gives two examples of wording for suitable records-retention by-laws, and, perhaps most important, outlines a schedule offering a fairly comprehensive list of municipal records and suggesting a retention period for each.

Even though the schedule has been created by surveying about 50 existing municipal-retention by-laws, reviewing relevant statutes, obtaining advice of the various ministries involved with municipal records, and reading the current literature, it can not realistically cover every specific situation in every municipality. Therefore, the suggestions should be considered a guide and a guide only. Your own specific and particular circumstance must be considered when deciding whether the suggested retention periods apply to your municipality. This point is particularly significant when you consider that probably 75% of all municipal records are not covered by any statutory retention period. The discretion resides with the municipality.

STATUTORY PROVISIONS

There is only one section in The Municipal Act of Ontario that refers directly to the preparation of a records-retention by-law, namely section 249.

This section, as amended, states:

249-(1) Subject to subsection 2, a municipality or a local board thereof, as defined in The Municipal Affairs Act, except a school board, shall not destroy any of its receipts, vouchers, instruments, rolls or other documents, records and papers except,

(a) after having obtained the approval of the Ministry; or

(b) in accordance with a by-law passed by the municipality and approved by the auditor of the municipality establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality or local board.

(2) Where a by-law has been passed by a municipality under clause b of subsection 1, copies of its receipts, vouchers, instruments, rolls or other documents, records and papers may be destroyed at any time if the original thereof is subject to a retention period within one of the schedules established by the by-law.

(3) Where a local board is a local board of more than one municipality, the local board may destroy its receipts, vouchers, instruments, rolls or other documents, records and papers,

(a) after having obtained the approval of the Ministry; or

(b) in accordance with a resolution passed by the board and approved by a majority of the municipalities for which the board is a local board if such majority of municipalities is represented by at least one-half of the municipally appointed members on the local board and also if the resolution has been approved by the auditor of the local board.

(4) A resolution passed under subsection 3 shall establish schedules of retention periods during which the receipts, vouchers, instruments, rolls and other documents, records and papers must be kept by the local board.

- (5) For the purposes of subsection 3, a member of a municipal council who serves pursuant to this or any other Act as an ex officio member of a local board shall be deemed to be a municipally appointed member of that local board.

Although section 249 is the only one that specifically deals with retention schedules, there are several other sections of The Municipal Act that deal with records and each should be carefully read to obtain a clue to the length of time they should be retained. These are section 215, which deals with the duties of the clerk; sections 218 to 225, which deal with the duties of the treasurer; and section 352, para. 24a which deals with things of historic value.

PREPARATION OF THE RETENTION SCHEDULE

Records are scheduled generally for two reasons: 1) to identify and protect valuable records, and, 2) to authorize the destruction of records deemed no longer of value. To determine the appropriate retention period for a record involves the assessment of four values: namely; administrative, fiscal, legal and historical.

Administrative Value

This value relates to records created (or received) by a municipality in order to carry out its various responsibilities. These records have value only as long as they help in the discharge of the responsibility. For example, records that relate to a meeting (other than Council meetings) will decrease in value after the meeting has taken place, and generally will be kept for a short retention period, but, on the other hand, records relating to a major road project will have a longer retention period and will not lose their value until the project is completed.

Fiscal Value

Certain financial records are required for varying retention periods because of audit, referencing or future transactions. Examples are vouchers, accounts payable and cancelled cheques for payroll. Their fiscal value usually declines after the records have been audited. (The municipal auditor will undoubtedly be of assistance in assessing fiscal requirements since he is required to approve the by-law before it becomes in force.)

Legal Value

Some records, such as by-laws, contracts, agreements and legal decisions, contain evidence of legally enforceable rights or obligations. Where possible, the advice of the municipal solicitor should be sought when determining the length of retention of these records.

Historical Value

The documentation of historically significant municipal events warrants permanent preservation, such as minute books and by-laws.

Often records may possess one or a combination of these values throughout their life span. Where space is a premium, inactive records (those referred to less than once per month) should be transferred to a storage area.

Scheduling, although not difficult, should ideally be based on the advice of several people to ensure that the correct length of time for your municipality's needs are met. One way of setting these retention periods is to form a committee composed of the clerk, treasurer, auditor and, where possible, your municipal solicitor.

This committee would then be able to review each record series and establish a retention period, taking into consideration each of the four values, and your own municipality's unique needs.

To assist your municipality in establishing its own retention schedule, an appendix is attached to this bulletin that suggests retention periods for a number of records in a municipality. The suggested retention periods have been reviewed carefully and the suggestions appear to meet the legal, fiscal, administrative and historical criteria. However, it should be emphasized that these suggestions should be considered a guide only.

THE RECORDS-RETENTION BY-LAW

There are two ways of obtaining the necessary approval for destroying records, as outlined in section 249 of The Municipal Act. The first is obtaining the approval of the Ministry of Intergovernmental Affairs (through the respective Ministry Field Office, the addresses of which are listed in the back of this bulletin). The second, and most popular method with many municipalities, is securing the municipal auditor's approval of their retention by-law.

It is under this second method that the two samples of records-retention by-laws are offered. The first one is short and to the point. The second is longer and can be used primarily where the municipality has a microfilming component of its overall records-management program.

SAMPLE 8

BY-LAW NO. _____
of the _____
CORPORATION OF THE _____ OF

BEING A BY-LAW TO ESTABLISH SCHEDULES OF
RETENTION PERIODS FOR DOCUMENTS,
RECORDS AND OTHER PAPERS OF THE
MUNICIPALITY

Section 249 of The Municipal Act provides that the Council of a municipality may pass a by-law approved by the auditor(s) of the municipality establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality.

THE COUNCIL OF THE CORPORATION OF THE
OF _____ ENACTS AS
FOLLOWS:

1. DEFINITIONS

1. "Auditor" means the person or firm appointed by the Council from time to time to perform the annual audit of the records of the Corporation;
2. "Official" means the clerk of the municipality who is responsible for the implementation of this by-law;
3. "Records" means all of the receipts, vouchers, instruments, rolls or other documents, records and papers of the Corporation.

2. SYMBOLS

When used in this by-law the following symbols and abbreviations mean and stand for the words set opposite thereto;

D	Destroy
P	Permanent
M.D.	Microfilm and destroy
M.P.	Microfilm for disaster and retain

3. RECORD RETENTION, DESTRUCTION, ETC.:
GENERAL

Where in this by-law it is provided that particular records of the Corporation or a local board thereof shall be

1. Destroyed, such records shall be destroyed without any copy thereof being retained;
2. Permanent, such original records shall be preserved and never destroyed;
3. Microfilmed and destroyed, such records shall be recorded on microfilm in their entirety, the microfilm shall be in duplicate and one copy thereof shall be stored apart from the other in a place of safe and suitable storage, and then such records shall be destroyed;
4. Microfilmed for disaster and retained, such records shall be recorded on microfilm in their entirety when such records are final, such microfilm shall be in duplicate and one copy thereof shall be stored apart from the other in a place of safe and suitable storage and such records shall be preserved and never destroyed unless otherwise provided herein.

4. DISCRETION

The official shall always have a discretion to retain records longer than the period provided by this by-law and shall do so where he deems it appropriate.

5. WHEN RECORDS RETAINED, DESTROYED, ETC.

1. When records have been destroyed under this by-law, the clerk shall so certify in writing. Such certificate shall refer to the relevant schedule and item of this by-law and shall identify records destroyed.
2. The clerk shall keep an index of
 - (a) Records recorded on microfilm;
 - (b) Whether microfilm is in duplicate;
 - (c) Where each copy of microfilm is stored;
 - (d) Details of storage of original documents, where appropriate;
 - (e) Records destroyed.
3. Where records are destroyed under this by-law, the proper and complete destruction thereof is the responsibility of the clerk.
4. When records are recorded on microfilm, the clerk shall ensure that such microfilms are properly prepared, identified and indexed.

6. APPROVAL OF BY-LAW

This by-law shall not take effect until the auditor(s) of the Corporation, has/have approved this by-law by endorsing his/their name(s) at the end thereof.

7. The schedules attached hereto as Schedule _____ forms part of this by-law.

READ a first and second time this _____ day of _____, 19__.

READ a third time and FINALLY PASSED this _____ day of _____, 19__.

Clerk

Head of Council

APPENDIX

The attached schedule has been derived from several sources. About 50 existing municipal records-retention by-laws in Ontario were surveyed to obtain information under the least, longest and predominant columns. Under the "least" column was put the shortest retention period for that record found in the by-laws. Similarly, for the longest. Under the "predominant" column was put the length of time used most often in the by-laws.

Figures in the "suggested" column are based on the experience from the 50 by-laws, review of pertinent statutes, advice from officials dealing with similar records in the Ontario Government Ministries, review of current literature, legal input and, finally, when all else failed, experience of the staff in the Branch.

Again, it must be emphasized that the length of time under the "suggested" column should only be accepted as a guide. The overriding factor involved in establishing retention periods for your municipality is your particular needs and the advice of your own auditor and solicitor.

Note: **The length of time expressed under each of the categories is in years.**
 The symbol "P" refers to permanent retention.

MUNICIPAL RECORDS-RETENTION SCHEDULE

CLERK'S

Record	Least	Longest	Predominant	Suggested
By-laws (original)	P	P	P	P
Council Minute Book	P	P	P	P
Birth Register	P	P	P	P
Death Register	P	P	P	P
Marriage Register	P	P	P	P
Assessment Roll	10	P	P	P
Leases (after expiration and if not part of by-law)	6	P	P	P
Resolutions	2	P	2	P
O.M.B. Records (Keep with by-law)	2	P	P	P
Property Files	6	P	P	P
Local Improvement Book	15	P	20	P
Council Motions	2	7	2	P
Cemetery Records	5	P	P	P
Burial Permits	P	P	P	P
Historical Correspondence	P	P	P	P
Annexation Files	P	P	P	P
Street-Closing Files (with by-law)	1	1	-	P
Destroyed Records Files	-	-	-	P
Assessment Appeals	2	P	7	7
Assessment Review Court Records	2	P	7	6
Duplicate Assessment Rolls	5	10	10	6
Contracts (If not part of by-law)	5	P	P	6
Agreements (If not part of by- law)	6	P	P	6

Record	Least	Longest	Predominant	Suggested
General Correspondence	2	15	6	6
Correspondence Register	7	7	-	6
Licences (after expired)	2	2	2	6
Duplicatè Dog Licences	1	7	2	6
Duplicate Bicycle Licences	1	6	6	6
Licence Applications	1	7	3	6
Inter-Office Memos	2	6	4	6
Inventory Records	3	7	-	6
Paid Parking Tickets	1	7	1	6
Insurance Records (after expiration)	2	P	-	6
Insurance Claims	2	P	7	6
Deeds (If not part of by-law)	1	P	7	6
Easements (If not part of by-law)	P	P	P	6
Franchises (If not part of by-law)	P	P	P	6
Mortgage Files (If not part of by-law)	P	P	until expired	6
Option Files (If not part of by-law)	P	P	P	6
Court of Revision Records	2	P	7	6
Voters List	2	10	5	6
Census Reports	5	P	P	6
Committee Minutes	7	P	P	6
Petitions	5	7	-	6
Returned Notices	1	7	6	6
Agendas	1	5	2	6

Record	Least	Longest	Predominant	Suggested
Council Minutes - Rough Notes	3	10	6	6
Committee Minutes - Rough Notes	1	7	5	6
Notices of Change of Land Titles (If not part of by-law)	3	5	3	6
Jurors Lists	4	4	4	6
Applications to Province re: Projects	6	P	-	6
Real-Estate Files (If not part of by-law)	10	P	P	6
Registered Letters	20	P	25	6
Appointments	1	7	3	6
Documents Supporting Original Minutes	6	P	10	6
School-Support Lists	5	6	5	6
Real-Estate Supporting Files	10	10	10	6
Briefs and Reports to Council	7	7	-	6
Area Services Reports	10	10	-	6
Liquor-Vote Records	5	5	-	6
Clerk's Certificates	2	2	-	6
Ministry of the Environment (MOE) Certificates	4	4	-	6
Annual Requests of Local Boards	6	6	-	6
Livestock Affidavits	6	6	-	6
Advertisement Books	-	3	-	6
Fence-Viewers Files	-	6	-	6
Fence-Viewers Awards	-	7	-	6
Receptions and Special Events Files	-	P	-	6
Court Decisions	2	P	10	6

Record	Least	Longest	Predominant	Suggested
Animal-Control Files	-	-	-	2
Local-Improvement Notices (After debenture finished)	2	P	10	2
Local-Improvement Appeals (After debenture finished)	2	P	10	2
Local-Improvement Decisions (After debenture finished)	2	P	10	2
Press Releases and Declarations	-	2	-	2
Inquiries from the Public	-	2	-	2
Marriage Application Forms	2	2	-	1
Election Records	2	As per Election Act	7	As per Election Act
Nomination Papers	3	3	As per Election Act	As per Election Act

MUNICIPAL RECORDS-RETENTION SCHEDULE

FINANCIAL

Record	Least	Longest	Predominant	Suggested
Audited Financial Statements	P	P	P	P
General Ledger	P	P	P	P
General Journal	P	P	P	P
Debenture Register	15	P	P	P
Cash-Payment Journal	15	P	P	P
Cheque Register	6	P	P	P
Tax Roll	20	P	P	P
Tax Sales - Deeds	10	P	P	P
Tax-Registration Records	2	P	P	P
Cost Statements	P	P	P	P
Annual Reports	-	P	-	P
Bank Statements	2	10	7	10
Final Tax Billing	10	10	-	10
Welfare Payments	2	10	10	10
Welfare-Case Records	4	P	10	10
Subsidiary Cost Ledgers	6	20	10	10
Paid (Cancelled) Cheques	4	10	7	10
Bank Debit and Credit Memos	2	7	7	10
Deposit Slips	2	10	3	10
Final Budgets - Operating	3	P	P	7
Final Budgets - Capital	3	P	P	7
Tax-Ledger Cards	5	P	7	7
Paid Debenture and Coupons (upon maturity)	2	P	10	7

Record	Least	Longest	Predominant	Suggested
Duplicate Tax-Prepayment Certificates	2	10	6	7
Duplicate Cash Receipts	2	7	6	7
Duplicate Vouchers	2	7	6	7
Duplicate Accounts-Receiveable Invoices	3	7	7	7
Accounts-Payable Vouchers	6	11	6	7
Paid Invoices	5	10	7	7
Paid Purchase Orders	4	10	7	7
Paid Requisitions	4	10	7	7
Paid Accounts Summary Sheet	2	P	6	7
Budget Estimates Working Papers	3	P	6	7
Express Truck Receipts	-	7	-	7
Tax-Collectors' Certificate	7	7	7	7
General Correspondence	2	15	6	7
Receipt Books	2	10	7	7
Cheque Stubs	2	10	7	7
Cash Books	6	P	6	7
Deposit (Pass) Book	5	10	7	7
Accounts-Receiveable Ledger Cards	3	10	6	7
Cash-Register Tapes	1	7	7	7
Daily Cash Summaries	2	10	7	7
Water Accounts	3	7	6	7
Water-Meter Books	7	P	-	7
Weigh-Scale Receipts	3	10	6	7
Cost Records	7	7	7	7
Daily Cash Reports	2	15	7	7

Record	Least	Longest	Predominant	Suggested
Accountants' Working Papers	6	7	7	7
Tax Receipts	4	10	7	7
Welfare Ledger Cards	3	7	7	7
Debenture Working Papers	7	7	-	7
Debenture Summaries	7	7	-	7
Year-End Trial Balance	7	7	-	7
Posting and Distribution Journals	4	7	-	7
Warrants	6	7	7	7
Tax-Arrear Cards	6	10	7	6
Subsidy and Tax Application Forms	-	6	-	6
Investment Files	-	6	-	6
Municipal Tax Credits	5	5	-	5
School Tax Credits	5	5	-	5
Tax Assistance Adjustments	5	6	-	5
Inactive Welfare Files	3	6	-	5
Farm Credits	4	4	-	5
Treasurer's Certificates	4	4	4	4
Monthly Trial Balances	3	P	6	3
Interim Financial Statements	3	10	3	3
Weigh-Scale Tickets	-	3	-	3
Cancelled Refuse-Dump Tickets	-	3	-	3
Cash Payment Stubs	2	7	2	2
Petty-Cash Vouchers	2	7	2	2
Bank Reconciliations	2	7	6	2

Record	Least	Longest	Predominant	Suggested
Computer Cards	1	1	1	1
Mortgage Lists	1	1	-	1

MUNICIPAL RECORDS-RETENTION SCHEDULE

ENGINEERING AND WORKS

Record	Least	Longest	Predominant	Suggested
Railway Grade-Separation Files	-	P	-	P
Drainage Records	P	P	P	P
Erosion Records	P	P	P	P
Engineering Drawings	5	P	2	P
Engineers Files	15	15	15	15
Design Files	15	15	15	15
Road-Construction Records (after completion)	5	P	15	8
Maintenance Management Reports	-	2	-	8
Paving Permits	-	6	-	8
Truck Hire - Time Reports	2	7	6	7
Truck Hire - Summaries	2	7	6	7
Design Estimates	5	20	7	7
Contract Files (upon completion of contract)	13	15	13	7
General Correspondence	2	10	6	6
Vehicle-Distribution Sheets	2	7	6	6
Equipment-Distribution Sheets	2	7	6	6
Labour-Distribution Sheets	2	7	6	6
Material-Distribution Sheets	2	7	6	6
Production-Control Records	-	3	-	6
Duplicate Street-Cut Permits	2	7	6	6
Duplicate Trench Permits	2	7	6	6
Duplicate Drain Permits	6	15	6	6
Work Orders	2	21	3	6

Report	Least	Longest	Predominant	Suggested
Yearly Work Diaries	2	10	10	6
Public-Works Contract Forms	6	7	6	6
Monthly Road Reports	5	10	5	5
Monthly Sewage-Treatment Plant Reports	-	6	-	5
Project Progress Reports	4	5	5	5
Project Progress Reports under Contract (after final payment)	4	5	5	3
Vehicle Records (after disposal of vehicle)	1	until disposed	-	2
Fuel Tickets	2	3	2	2
Copies of Requisitions	1	7	7	2
Copies of Purchase Orders	1	7	7	2
Gravel Tickets	-	2	-	1
Weed-Control Reports (until updated)	3	6	-	1

MUNICIPAL RECORDS-RETENTION SCHEDULEFIRE

Record	Least	Longest	Predominant	Suggested
Fire-Access-Route Files	P	P	P	P
Fire-Prevention Inspection Reports	-	-	-	P
Fire Marshall's Reports	10	P	10	10
Building Fire Reports	6	10	7	10
Emergency Running Reports	10	10	10	10
General Correspondence	6	7	7	6
Station Log Books	3	7	7	5
Tour Reports	7	7	7	5
Vehicle Accident Reports	5	5	5	5
Department Operating Budget	5	5	5	5
Department Capital Budget	5	5	5	5
Personnel Files (after termination)	1	P	2	5
Fire-Truck Inspection Reports	-	-	-	3
Purchase-Order Copies	1	7	7	2
Fire-Apparatus Files	Until life of apparatus over			

MUNICIPAL RECORDS-RETENTION SCHEDULE

LEGAL

Record	Least	Longest	Predominant	Suggested
Legal Opinions	2	P	20	P
Legislation -- Private Acts	7	P	-	P
Court Cases	-	P	-	P
Agreements	2	21	7	20
Writs	7	25	-	20
Statements of Claims	7	25	-	20
Notices of Claims	-	25	-	20
Expropriation Files (as per Expropriation Act)	10	12	12	15
Purchase-of-Land Files	10	12	12	15
Sale-of-Land Files	10	12	12	15
Exchange-of-Land Files	10	12	12	12
Road-Closing Files	7	12	-	12
Road-Dedication Files	7	12	-	12
Road-Widening Files	7	12	-	12
Local-Improvement Files (see Section 22 Local Improvement Act)	-	7	-	10
Prosecutions Files	-	7	-	7
Non-Occupancy Agreement Files	2	7	7	7
Assessment-Appeal Files	2	7	7	7
General Correspondence	2	7	6	6
Notices of Applications to The Ontario Municipal Board (OMB)	6	7	7	6
Land-Appraisal Files	3	3	3	3
Mechanics-Lien Files (after completion of work)	2	2	2	2

MUNICIPAL RECORDS-RETENTION SCHEDULEPARKS AND RECREATION

Record	Least	Longest	Predominant	Suggested
Parks Board - Minutes	P	P	P	P
Parks and Recreation Commission - Minutes	5	P	5	P
Annual Reports - Parks Board or Parks and Recreation Commission	P	P	P	P
Architects Drawings - Buildings, Parks Sites, etc.	2	P	20	P
Museum Files	-	P	-	P
Program Policy Files	2	6	2	P
Registration Receipts	2	10	10	7
Admission Tickets	1	10	10	7
General Correspondence	2	20	7	6
Parks Committee - Minutes	5	5	5	6
Community-Centre Files	10	15	-	6
Parks and Recreation Board Files	10	15	-	6
Registration Records	2	3	3	3
Duplicate Requisitions	7	7	7	2
Duplicate Purchase Orders	2	7	7	2
Program Correspondence (once program is over)	2	7	2	2
Agendas (Board and Committee)	5	7	-	2
All Administration Reports (after put in the minutes)	1	4	4	2
Duplicate Rental Permits (after rental period over)	1	5	2	2
Duplicate Agendas	1	5	1	1
Applications - Part time employees (after employment ceases)	1	2	1	1

MUNICIPAL RECORDS-RETENTION SCHEDULE

PERSONNEL

Record	Least	Longest	Predominant	Suggested
Payroll Journal	5	P	P	P
O.M.E.R.S. Pension Cards	6	P	P	P
Employees Personnel History File	P	P	P	P
Union Agreements	3	P	P	P
Job Applications - Of Those Hired	-	-	-	P
Compensation Case Records	P	P	P	P
Oaths of Office	5	P	6	P
Individual Earning Records	3	P	7	P
Department Organization Reports	-	P	-	P
T-4 Summaries	5	P	P	P
Terminated Employees Records	6	P	P	10
Training and Development Files	4	5	-	10
Bond Deduction Records	2	7	6	7
Pledge Cards	2	7	6	7
Vacation Records	1	7	6	7
Sick Leave	1	7	6	7
Garnishees re: Employees	1	7	6	7
Time Cards	1	10	2	7
Employees Income-Tax Deductions	3	20	6	7
W.C.B. Claims	6	P	7	7
Bonuses and Commissions	7	7	-	7
Job Descriptions	5	P	P	7
Overtime Sheets	2	2	2	7
Car-Allowance Sheets	2	6	2	7

Record	Least	Longest	Predominant	Suggested
T-4 Slips	2	7	2	7
Time-Distribution Sheets	2	10	7	7
U.I.C. Records	1	P	7	7
Bi-Weekly Payroll Summary	7	P	P	7
Daily Time Sheets	1	7	4	7
Weekly Time Sheets	1	7	4	7
Grievance Files	4	5	-	7
O.H.I.P., O.H.S.C., Medical, etc. Files	2	P	-	7
General Correspondence	2	10	6	6
Job Applications - Of Those Not Hired	2	7	-	2
Employee Gifts File	7	7	-	2
Rough Payroll Sheets	2	7	7	2
Statistical Analysis Reports	7	P	-	2
Attendance Sheets	2	6	-	2
Employee Changes Files	-	2	-	1
TD-1 Forms	-	Upon Replacement	-	Upon Replacement

NOTE

Although the suggested retention period for records dealing with income tax, unemployment insurance and pensions may satisfy municipal needs, permission to destroy them after the retention period has been completed must still be obtained from Revenue Canada - Taxation. Please refer to Revenue Canada circular #78-10 dated August 21, 1978 entitled "Books and Records Retention/Destruction."

MUNICIPAL RECORDS-RETENTION SCHEDULE

PLANNING

Record	Least	Longest	Predominant	Suggested
Planning Board or Planning Committee Minutes	P	P	P	P
Land Division Committee - Minutes	P	P	P	P
Land Division Committee - Decisions	2	6	6	P
Committee of Adjustment - Minutes	7	P	P	P
Committee of Adjustment - Decisions	3	P	-	P
Official Plan	7	P	P	P
Official-Plan Amendments	5	P	P	P
Subdivision Plans	P	P	P	P
Reference Plans	P	P	P	P
Site-Plan Approval - Agreements	2	Until Released	Until Released	P
Zoning By-law	P	P	P	P
Zoning By-law Amendments	P	P	P	P
Land Surveys	10	P	P	P
Contour Maps	-	20	-	P
Base Maps - Original	20	P	P	P
Aerial Photos	10	P	P	P
Condominium Approvals	-	-	-	P
Development-Control Agreements	5	5	-	P
O.M.B. Hearing Files	P	P	P	P
N.I.P. Agreements	-	-	-	P
O.H.R.P. Agreements	-	-	-	P
Downtown-Revitalization Agreement	-	-	-	P
Property-Standards By-law	-	-	-	P

Record	Least	Longest	Predominant	Suggested
Maintenance-and-Occupancy By-law	-	-	-	P
General Correspondence	1	7	7	6
Committee of Adjustment - Appointments	5	5	5	5
Subdivision Files (after final approval)	2	10	7	5
Zoning-Amendment Applications	5	P	25	5
N.I.P. Files (after agreement)	-	10	-	5
Zoning By-laws - Copies	3	3	3	3
Planning Board or Planning Committee Agendas	10	P	-	2
Land Division Committee - Applications	10	21	-	2
Committee of Adjustment - Applications	3	P	20	2
Committee of Adjustment - Enquiries	5	5	5	2
Committee of Adjustment - Notices	1	6	-	2
Subdivision Applications (after final approval)	5	P	10	2
Site-Plan Approval - Applications	-	10	-	2
Condominium Applications (after approval)	2	P	10	2
Zoning Files	3	25	-	Until Decision Made
Zoning By-law Enforcement Files	10	10	-	Until Acted Upon
O.H.R.P. Files (after agreement)	7	7	7	Until Loan Fully Repaid
Downtown Revitalization Files		After Provincial Loan Repaid		
Main-Street-Program Files		Until Provincial Loan Repaid		

MUNICIPAL RECORDS-RETENTION SCHEDULEPURCHASING

Record	Least	Longest	Predominant	Suggested
Assets - Permanent Files	1	P	-	P
Purchase Orders	2	10	6	7
Tender Purchase Quotations	2	7	6	7
Major Successful Tenders	7	P	20	7
Minor Successful Tenders	5	P	20	7
Assets - Temporary Files	-	7	-	7
Stores Invoices	-	3	-	7
General Correspondence	2	7	6	6
Vendors' Contracts	1	15	7	6
Tender Files	3	13	-	6
Shop Orders	6	11	6	6
Garage Orders	6	7	6	6
Stores Issue Slips	1	7	6	6
Material-Transfer Reports	3	7	6	6
Surplus-Assets Records	5	5	5	6
Rental-and-Service Agreements	5	5	5	6
Inventory Reports	1	P	4	6
Year-End Inventory Count Sheets	1	P	-	6
Unsuccessful Tenders	2	P	2	2
Acknowledgements to Vendors	2	2	2	2
Purchase Standing Order				
Release Forms	2	2	2	2
Receiving Reports	2	3	2	2

Record	Least	Longest	Predominant	Suggested
Packing Slips	1	3	2	2
Bin Cards	-	2	-	2
Purchase Orders - Copies	1	10	4	2
Requisition - Copies	1	10	4	2

MUNICIPAL RECORDS-RETENTION SCHEDULE

TRAFFIC

Record	Least	Longest	Predominant	Suggested
Traffic By-law	P	P	P	P
Parking By-law	P	P	P	P
Fire Access Routes	-	P	-	P
Telephone Line Location Cards (underground and above ground)	-	P	-	P
Traffic-Lights File	-	P	-	P
Intersection Drawings	-	P	-	P
Street-Sign Inventory Register	-	P	-	P
Street-Lighting Area Maps	-	P	-	P
General Street Files	15	15	15	15
Traffic Street Files	15	15	15	15
Traffic Counts	1	15	-	15
Accident Reports	3	10	6	10
Field Reports	7	10	10	10
Parking Surveys	-	3	-	6
General Correspondence	2	7	6	6
Accident Statistics	2	7	6	6
Work Orders	2	10	3	6
Oversize Load Permits	-	3	-	5
Overnight Street Parking Applications	-	3	-	3
Sidewalk Applications	3	6	-	3
Parade Permits	-	2	-	2
Boulevard Parking Agreements	-	2	-	Until Repealed
Overnight Street Parking Permits	3	P	-	Until Repealed

This bulletin was prepared in the:

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